

CITY OF GREENVILLE, SOUTH CAROLINA

Job Description #1302

April 2010

<i>Job Title:</i>	<i>Buyer</i>
<i>Department:</i>	O.M.B.
<i>Status:</i>	Non-Exempt
<i>Immediate Supervisor:</i>	Purchasing Administrator

BRIEF DESCRIPTION OF THE JOB:

To procure materials, supplies, and services required by the City departments according to applicable Federal, State, and Local laws and regulations. To obtain quality goods and services at minimum cost from approved vendors.

ESSENTIAL FUNCTIONS:

Responsible for the composition and review of specifications/scope of services for supplies, materials, equipment, and services as required by City departments. Development and processing of informal/formal bid/proposal packages for acquisitions requested. Receipt and evaluative analysis for recommendation of award of IFBs/RFPs. Communicate with vendors to coordinate purchases, obtain pricing, ensure delivery, resolve conflict concerning goods and/or services and accounting discrepancies, research new product development and emerging technologies. Communicate with City departments regarding requirements, requisitions, specifications, delivery, quantity, and quality of goods and services requested. Perform data entry of purchase orders, requisitions, field purchase orders, change orders, correspondence, vendor data, etc. Research and development of reference materials, identification of new sources of supply; attend seminars/meetings to stay abreast of technical and professional development. Perform various other duties as assigned by supervisor or other managerial personnel.

PHYSICAL DEMANDS:

Overall Strength Demands:

Medium demands include standing, sitting, walking, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, kneeling, crouching, bending, twisting, climbing, vision, hearing, and talking.

Machines, Tools, Equipment and Work Aids:

Equipment utilized includes computer and related software (Microsoft Office, Outlook and Internet), telephone, calculator, printer, facsimile, copier, typewriter, automobile, HTE electronic purchasing system, binding machine.

Primary Work Location(s): Office Environment

NON-PHYSICAL DEMANDS:

Time Pressures

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Frequent Change of Tasks
Performing Multiple Tasks Simultaneously
Tedious or Exacting Work
Noisy/Distracting Environment
Emergency Situations
Irregular Schedule/Overtime
Working Closely with Others as Part of a Team

JOB REQUIREMENTS:

Formal Education:

Additional training beyond high school in Purchasing is essential. An Associates degree or equivalent in Business Administration or Materials Management is preferred.

Experience:

Over two years of experience as a Buyer (generalist) is necessary. Demonstrated knowledge in public procurement and governmental regulations are highly preferred. Knowledge in standard procurement tools, including sourcing methodologies, commodity management and negotiations are also preferred. Experience with creating and analyzing vendor data and executing to a plan preferred.

Certification and Other Requirements:

A valid SC driver=s license is necessary. Professional procurement certification (C.P.P.B., A.P.P., etc.) preferred.

Reading:

Must be able to comprehend, interpret and apply regulation procedures and related information.
Must stay abreast of Technical and Professional Developments.

Math:

Must be able to perform basic mathematical operations.

Writing:

Must be able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Must be able to prepare informal/formal bid packages including forms, correspondence and specifications as required.

Managerial/Planning:

Must be able to communicate effectively with a wide variety of internal and external groups and is persuasive in such communication. Has sufficient knowledge of other city divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Must be able to resolve conflicts about goods and

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services by City user department and identify new suppliers and sources of goods.

Reasoning:

Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and procedures.

Interpersonal Skills:

Interaction with the public and with other employees is required.

Contacts Within the Organization:

Varied daily contact for information regarding procurement requests regarding purchase orders, RFP/Bids, expediting/follow-up orders, etc..

Contacts with Vendors/Suppliers & General Public:

Contact with any organization from which the City of Greenville purchases goods. Maintain relations with suppliers and develop new sources of supply.

Budgetary Responsibility:

Does research for documents and compiles data for computer entry; enters or oversees data entry. Has responsibility for monitoring budget expenditures for finite area of the budget.

DECISION MAKING:

Make decisions within guidelines of City policy.

FREQUENCY AND FREEDOM TO ACT:

Regular Freedom: Non-standardized and varied work requires that expected results are produced at certain deadlines by following general procedures.